

St. Marcus Ev. Lutheran School

# Kindergarten Addendum

Student-Parent Handbook 2016 / 2017

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*Note: Early Childhood Program (K3):*

*Please see the K3 Handbook for policies specific to the Early Childhood (K3) Program at the North Campus.*

# Kindergarten Directory

- Visit [stmarcus.org](http://stmarcus.org) for most recent and accurate contact information.
- Faculty and Staff Emails are [FirstName.LastName@stmarcus.org](mailto:FirstName.LastName@stmarcus.org).
- Please refer to 2016/2017 Faculty & Staff Directory for a full list of faculty and staff.

## I. CAMPUS INFORMATION

<b>Main Campus</b> <i>K4 - 8th Grade</i>	2215 N. Palmer Street, Milwaukee, WI 53212 Phone (414) 562-3163   Fax (414) 562-9188
<b>North Campus</b> <i>K3 (Early Childhood) - 3rd Grade</i>	243 E. Center Street, Milwaukee, WI 53212 Phone (414) 539-4843   Fax (414) 562-9188

## II. KINDERGARTEN ADMINISTRATION AND OFFICE STAFF

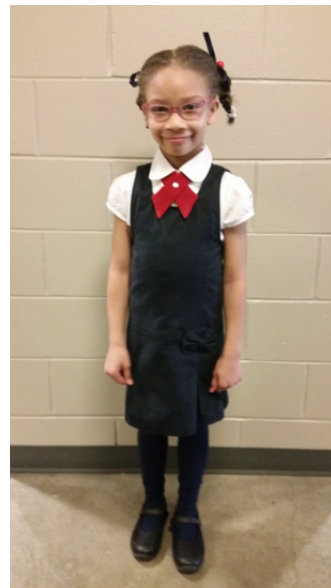
<i>Position</i>	<i>Name</i>	<i>Phone</i>
North Campus Principal	April Richter	336-5567
North Campus Director of Operations	Rasheed Vinson	405-6687
K3 (Early Childhood) Assistant Program Director	Rachel Guenther	403-8959
North Campus Front Office Manager	Taryn Webb	539-4843
Director of Kindergarten	Kristy Wegner	255-4657
Assistant Director of Kindergarten	Charita Harvey	550-9019
Main Campus Kindergarten & Primary Grades Office Manager	Jackie Wilder	562-3163

## K4 & K5 Uniform Policy

Per the St. Marcus Covenant, parents/guardians are expected to ensure that their child arrives at school in a clean, proper school uniform. Students who are not dressed appropriately may not be permitted to participate in special school events. Additionally, students who arrive at school improperly dressed on five or more occasions during a quarter will be held accountable. When there are chronic uniform concerns, parents will be required to meet with an administrator.



**Boy Example**



**Girl Example**

Kindergarten Uniform	
Boys	Girls
<p><u>Required</u></p> <ul style="list-style-type: none"> <li>• Plain white button down dress shirt (long or short sleeves)</li> <li>• Plain white t-shirt must be worn under dress shirt</li> <li>• Navy blue uniform tie</li> <li>• Navy blue uniform dress pants <ul style="list-style-type: none"> <li>◦ navy blue uniform shorts permitted May-September</li> </ul> </li> <li>• Plain white, navy blue, or black socks</li> <li>• Black dress shoes (tie up OR Velcro)</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Plain, solid black belt</li> <li>• Plain navy blue uniform sweater or vest</li> </ul>	<p><u>Required</u></p> <ul style="list-style-type: none"> <li>• Plain white button down blouse, can have straight or round collar (long or short sleeves)</li> <li>• Plain white t-shirt must be worn under blouse</li> <li>• Red cross-over tie</li> <li>• Navy blue dress pants OR</li> <li>• Navy blue skirt (pleated or plain)* OR</li> <li>• Navy blue jumper*</li> </ul> <p><i>* Navy blue shorts must be worn under jumpers and skirts</i></p> <ul style="list-style-type: none"> <li>• Plain red, white, black or navy blue ankle socks, knee socks or tights</li> <li>• Black dress shoes – must be flats with a strap (buckle OR Velcro)</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Plain, solid black belt</li> <li>• Plain red or navy blue uniform sweater or vest</li> </ul>

## Drop Off

Thank you for your diligence in getting your scholars to school on time for learning! Our staff offers before care as an option for families starting at 6:30 am. Scholars can be dropped off in the Middle School parking lot anytime between 6:30-7:30 a.m. for before care. If you have a primary scholar that is dropped off after 7:30 a.m., he or she may enter through either the Middle School doors or the Primary doors. The school day begins promptly at 8:00 am. More details are available in the School-Wide Student-Parent Handbook.

## Homework

Thorough homework completion is an expectation of St. Marcus scholars. Homework is assigned because it provides lesson practice and reinforces learning done in the classroom. We teach students that in order to be great they have to ...*PRACTICE, PRACTICE, PRACTICE!*

### I. THE PROCESS

- A. Students will hand in their homework at the start of each school day.
- B. Teachers will collect and sort student work and record any missing or incomplete homework assignments.
- C. Teachers will send home missing and/or incomplete work which should be completed and returned the next school day.

### II. HOMEWORK SUPERSTARS

Each teacher will track homework completion for their classroom. We are proud of our hard work! Daily homework completion percentages will be posted in the classrooms. Students/Classrooms will earn various rewards. Students who have outstanding homework completion will receive special recognition at the quarterly award ceremonies.

### III. MISSING OR INCOMPLETE HOMEWORK

- A. Missing homework is assigned work that is not handed in at the start of the school day.
- B. Incomplete work is homework that does not have the necessary requirements: all questions answered on each page, all directions followed, child's name is on each assignment, not returning reading books and/or not signing your child's assignment sheet.
- C. When a student has had numerous missing or incomplete homework assignments in a quarter a strategy for improvement will be put in place. The student may be required to complete missing homework during recess or after school.

### IV. COMMUNICATION

Once a student has reached several missing assignments, the director will contact the family to schedule a meeting. If you have any questions or concerns about the homework assignments or if an assignment is missing from your child's folder, PLEASE call your child's teacher right away!

# Discipline

God's ideal way to raise children is a partnership between parents and an institution or school, chosen by parents like St. Marcus, that work together to train a child to be a disciple of Christ. The Bible verse chosen to represent our early childhood program is *"Train a child in the way he should go and when he is old he will not turn from it."* Proverbs 22:6 With that being said and in order to provide an excellent Christian education for all students, teachers establish classroom routines and procedures, with high academic and behavioral expectations, to build a respectful environment for all learners.

## I. THE PROCESS

- A. Teachers will hold students accountable for their behavior. St. Marcus is a high expectations school and believes in having a high standard for behavior.
- B. Students will receive tally marks for unsuccessful choices. However, students can receive stars for going above and beyond at St. Marcus.
- C. Students will be moved up and down the chart based on behavior. (The chart in descending order is star, STRONG, warning, check, and double check.)
- D. The chart will be displayed in the classroom.
- E. Teachers will communicate with parents daily about student behavior. This communication will be on the homework sheet.
- F. A meeting with the parent, teacher, and administrator will be necessary if the child is with the Dean of Students/Director a designated number of times.

## II. THE PROGRAM

- A. All students will start out at STRONG level each day. The students will move up or down based on behavior. At each level either a positive or negative consequence will occur.
- B. If the child ends the day on STRONG, he or she will be able to participate in the daily incentive and all of recess/fitness.
- C. If the child is on star, the student will be able to participate in the daily incentive, receive a positive note home, and possibly be the scholar of the afternoon.
- D. If the child is on warning, he/she will be able to participate in the daily incentive. However, he/she may be asked to move away from the class to refocus. This is an opportunity to quickly turn around his/her choices.
- E. If the child is on check, a phone call home will be made to inform parents. The scholar will be having silent lunch, not participating in the daily incentive, and losing out on all of the extra activity.
- F. If the child is on double check, he/she will be having a silent lunch, not participating in daily incentive, and not participating in extra activities. If the scholar is able to stay in the classroom, he/she will be removed from the group activity. If the child is not able to stay in the classroom due to safety concerns or disruption of learning, he/she will be with the Dean of Students/Director in the office for the rest of the day.

### III. COMMUNICATION

It is important that parents, teachers, and students clearly communicate with this management system.

- A. The homework sheet will be colored each day to indicate how the student did behaviorally during the day.
- B. The parent should check the color earned each day and have necessary conversations with the child.
- C. The parent will be asked to meet with an administrator if the child is removed from class after a designated number of times.
- D. Parents should communicate with teachers and administrators if they have questions regarding specific behaviors.

### IV. FIELD TRIPS


At every grade level, St. Marcus provides scholars with many exciting, enriching opportunities to learn and grow outside of our school building. Scholars that exhibit trustworthy behavior inside the school building will attend field trips outside the school building. Please refer to the School-Wide Student-Parent Handbook for more details on Field trips and the parent/guardian chaperoning opportunity.

## **The Color Chart** *(Adapted from Uncommon Schools)*

### I. TIER EXPLANATIONS


Chart	Description
STAR	Excellent behavior- student moves up when they have an exceptional day. Not only is student on task and following procedures, but they are working noticeably hard, exerting a great deal of effort and are constantly making good behavior choices. Only students who got one or less tallies all day can attain this status. As a result, a student will only move to blue at the end of the day.
STRONG	Daily starting point for all students. STRONG behavior is: student on task, not misbehaving and following directions and procedures.
WARNING	Student demonstrates off task behavior (i.e. calling out, not sharing, talking in HALLS, etc). They have 3 to 5 tallies.
CHECK	Student demonstrates consistent misbehaviors/poor choices. They have 6+ tallies.
DOUBLE CHECK	Student has demonstrated severely disruptive behavior and been referred to the director for significant discipline. They have 9+ tallies. *Consequences may carry over to the next day.



## II. THE COLOR CHART

Can earn treasure chest		Daily Incentive
Positive note home		Could be scholar of the morning/afternoon!
<b>Wow! I went above and beyond!</b>		

Can earn treasure chest	<b>STRONG</b>	Daily Incentive
		ALL of Choice Time/Fitness/Recess
<b><u>Fresh start:</u> This is where I start EVERY day!</b>		

Daily Incentive	<b>W</b>	Loss of some recess time
<b>OOPS! I needed just a few reminders today <u>OR</u> I was not in my full uniform.</b>		

Silent Lunch		Loss of all Choice Time/Fitness/Recess
Phone call home		No Daily Incentive
<b>Yikes! I've needed quite a lot of reminders!</b>		

Silent Lunch	 	Loss of all Choice Time/Fitness/Recess
Phone call home		If in class, I will be asked to work away from the family
No Daily Incentive		
<b>I've made unsuccessful choices today that affected my learning. I may have been asked to go to the Dean's/Director's office. If so, I was not able to return to class.</b>		